



# KATOWICE SCHOOL OF ECONOMICS

GÓRNOŚLĄSKA WYŻSZA SZKOŁA HANDLOWA

im. Wojciecha Korfantego

**POLAND, 40-659 KATOWICE, ul. Harcerzy Września 3**

tel: (+48 32) 357 06 02 / fax: (+48) 32 205 94 84

[www.dwz.gwsh.pl](http://www.dwz.gwsh.pl) / e-mail: [int.office@gwsh.pl](mailto:int.office@gwsh.pl)

## INTERNSHIP OFFER

ERASMUS 2013/14

Dear Partner,

We are looking for the student who would be interested in having the placement within LLP-Erasmus programme in our International Relations Office.

**Position:** Assistant in the International Relations Office

**Duration:** 3 – 6 months (beginning of the Placement possible from September 2013)

### Requirements:

- languages:
  - Turkish – native
  - English – B2
  - Knowledge of other languages could be an asset
- excellent communication & interpersonal skills
- good organisational skills
- self-reliance and flexibility
- being ready for group work and individual work
- positive attitude
- quick adjusting to new environment
- knowledge of MS Office Package

### Duties:

Student on the placement will be responsible for:

- organising events for international students
- helping with the current tasks in the office
- assisting international students
- supporting preparation of the reports, information packages, promotional materials, meetings, travel itineraries
- current translations - English - Turkish
- preparing documentation in English
- administration of the international programs

**Number of positions:** 1 student can be accepted

**Application:**

Application consist of 2 parts: documentation and interview.

**1. Application documents - please send us:**

- a. CV in English
- b. Cover Letter in English
- c. Information from home university about nomination for Erasmus Placement
- d. Confirmation of Student Status provided by home university
- e. Language certificates (not necessary but it will be an asset)

**2. Interview by phone or Skype**

**First deadline for application: 19 August 2013**

**Second deadline for application: 16 September 2013\***

**What we offer:**

- ✓ Help with finding economical accommodation
- ✓ Work in the international environment
- ✓ Flexible working hours
- ✓ Possibility of self-development

We do not provide any salary. Cost of living covered by student on his/her own (Erasmus scholarship from a home university).

Please forward this information to students who can be interested to have internship in Poland.

**CONTACT DETAILS:**

**Anna Brozek**

Katowice School of Economics, Poland

International Relations Office

ul. Harcerzy Wrzesnia 3

40-659 Katowice

Poland

[anna.brozek@gwsh.pl](mailto:anna.brozek@gwsh.pl)

phone: +48 32 3570 602

SKYPE: int.officegwsh

\*only when there are no candidates during first application process